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ABSTRACT

This learning guide is an instructional packet for the task of completing student forms that are required for students entering various programs at Ridge Vocational-Technical Center (RVTC). It identifies rules and regulations that students must follow. For each of the six enabling objectives, some or all of these materials may be presented: learning steps (outline of student activities with necessary resources/materials cited), instruction sheet(s) (some show sample forms), and self-check with answer key. (YLB)

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RIDGE VOTECH CENTER

RIDGE

VO-TECH CENTER

P. O. BOX 1537
HAINES CITY, FLORIDA

A STUDENT LEARNING GUIDE

TASK:	Complete Student Forms
DUTY:	Orientation and Safety

PURPOSE:

Welcome!

Ridge is part of the Polk County public school system and will be your training ground for a new job. Certain rules and regulations have been established which all students must follow. This Learning Guide will identify these rules and regulations.

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CE030480

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STUDENT PERFORMANCE OBJECTIVES: RVTC

TERMINAL PERFORMANCE OBJECTIVE:

GIVEN: RVTC student forms,

YOU WILL: complete student forms.

HOW WELL: You must score 100% on the Written Test.

ENABLING OBJECTIVES:

1. Identify RVTC philosophy and admission procedures.
2. Identify transportation regulations.
3. Identify attendance procedures.
4. Identify grading process for a competency-based system of learning.
5. Complete safety procedures.
6. Identify special services.

DEPT.	PROG.	DUTY	TASK
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ENABLING OBJECTIVE NO. 1

RVTC

Identify RVTC philosophy and admission procedures.

LEARNING STEPS

1. Read Resource No. 1 describing the RVTC philosophy and admission procedures.
2. Evaluate your knowledge by completing the Self-Check.
3. Obtain appropriate forms and complete them.
4. Go on to Enabling Objective No. 2.

RESOURCES

1. a. Learning at Ridge, pages 5 - 7 and 33.
   b. Instruction Sheet enclosed, Class Cards, A-B Sheet
2. Self-Check enclosed.
3. Class Cards, A-B Sheet

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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INSTRUCTION SHEET

RVTC

There are two types of class cards. The white card should be completed by high school students and the blue card by adults.

Note: PRINT ONLY on these forms.

Front

(Secondary Use Only)

RIDGE VOCATIONAL-TECHNICAL CENTER

CLASS CARD

Print or Type

1. School Yr.: 1979-80

2. Soc. Sec. No.: 262-45-4932

3. Date: 8-29-79

4. Last Name	First	Middle	5. Name Goes by	6. Grade	7. Site
Smith	Joseph	Ray	Joe	12th	RVTC

8. High School	9. Birthdate	10. Age Oct 1	11. Race	12. Sex	13. How Transported
Winter Haven	4-12-62	18	W	M	Bus

14. Shop or Class	15. Instructor	16. Date Enrolled	17. Yr. in this Shop
Auto Mechanics	Taylor	8-29-79	1st

18. Transferred to Shop or Class	19. Instructor	20. Date Transferred

21. Am. Hist. Instructor	22. Per	23. Rm	24. AVC Instructor	25. Per	26. Rm

27. Other Subjs. This Year

Eng.	Math.	Sci.	1st Aid	Drug Information	Co-op Ed
	X				

28. Vocational Shops or Classes Taken Previously

First Year	Final Grade

(OVER)

Second Year	Final Grade

Back

RIDGE VOCATIONAL-TECHNICAL CENTER

CLASS CARD, CONT'D

PERSONAL INFORMATION:

29. Name of Parent or Guardian (Person with Whom Student Lives): Joe Smith, Sr.

30. Relationship: Father

31. Student's Address: 121 Hemingway Lane (Street & Number) Winter Haven (City) 33880 (Zip Code)

32. Student's Mailing Address if Different (Include City and Zip Code): same as above

33. Home Telephone No.: 294-3113 OR 34. Neighbor's Phone No. 35. Neighbor's Name

36. Name of Firm Where Parent or Guardian Employed: Bordo Citrus

37. City Where Firm Located: Winter Haven

38. Business Phone No. of Parent or Guardian: 294-5952

39. Occupation of Parent or Guardian: Truck driver

40. Name and Address of Family Doctor: Dr. Wiley Koon, 450 E. Central Ave., Winter Haven, Fla. (Address) (City)

41. Telephone Number of Family Doctor: 294-7456

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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INSTRUCTION SHEET

RVTC

RIDGE VOCATIONAL-TECHNICAL CENTER

ADULT STUDENT CLASS CARD

Name Hancock (Last) Janie (First) L. (Initial) Social Security Number 299-46-5410

Student's Mailing Address:

1921 Peachtree Rd. (Number Street) Winter Haven, (City) Fla. (State) 33880 (Zip)

Home Phone No. 293-6756 Emergency Phone No. 294-3621 Person to Ask for: Jerry Hancock

Birthdate 3-9-51 Age 28 Male ____ Female X

Check One: American Indian ____ Caucasian White ____ Negro Black X Spanish American ____

Special Student Classification: VOC. REHAB. ____ SOC. SEC. ____
(For Funded Students Only) V.A. ____ CETA X OTHER ____

Highest Grade Completed: 7 8 9 10 11 12 GED 13 14 15 16 (Circle)

Course Comm. Cooking Instructor Perry Date Enrolled 8-29-79 School Year 1979-80

A-B Sheet -- This form must be completed for statistical reasons. This form is shown on the next page.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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INSTRUCTION SHEET

RVTC

FLORIDA LEGISLATIVE LAW REQUIRES ALL STUDENTS TO STATE THEIR SPECIFIC PURPOSE FOR ENROLLING IN VOCATIONAL EDUCATION CLASSES. IT FURTHER SPECIFIES THAT THE AMOUNT OF FEES PAID BY STUDENTS ARE TO BE DETERMINED BY THE PURPOSE FOR WHICH THE TRAINING IS TO BE USED.

I. NAME OF COURSE FOR WHICH YOU ARE REGISTERING _____

_____

II. IF YOU ARE CURRENTLY EMPLOYED, WHAT IS YOUR JOB TITLE AND WHAT ARE YOUR DUTIES?

_____

_____

III. IF YOU ARE CURRENTLY UNEMPLOYED, FOR WHAT JOB ARE YOU PREPARING?

_____

_____

IV. WHAT IS YOUR INTENTION IN ENROLLING THIS COURSE?

A. PREPARE FOR JOB ENTRY _____

B. PREPARE FOR SELF EMPLOYMENT _____

C. UPGRADE IN PRESENT JOB _____

D. PERSONAL INTEREST _____

E. OTHER (EXPLAIN) _____

_____

_____
SIGNATURE

_____
DATE

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. Adults pay a $5.00 nonrefundable application fee.
2. Tuition is paid on a yearly basis and varies in cost according to the program.
3. Ridge is an equal opportunity educational institution.
4. It is the Ridge philosophy to only accept students who have previously attained certain competencies.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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SELF-CHECK

RVTC

Answer Key

1. T
2. F
3. T
4. F

All of your answers should agree with the answers on the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	1

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ENABLING OBJECTIVE NO. 2

RVTC

Identify transportation regulations.

LEARNING STEPS

1. Read Resource No. 1 to identify transportation regulations.
2. Obtain parking decal from your instructor if you drive a vehicle.
3. Evaluate your knowledge by completing the Self-Check.
4. Go on to Enabling Objective No. 3.

RESOURCES

1. Learning At Ridge, pages 29 - 30.
2. Parking decal
3. Self-Check enclosed.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	2

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. Students in private vehicles should not arrive before 8:00 a.m.
2. RVTC is responsible for damage or theft of any vehicle parked in its parking lot.
3. One motorcycle is to be parked in each parking space.
4. The speed limit on exit roads is 10 MPH.
5. Missing the bus is an excuse for absence from school.
6. Obey instructors on duty in bus loading zones, and in the parking lot.
7. A bus student should obey the bus driver at all times.
8. Any vehicle driven by personnel to RVTC should have a decal on the left rear bumper.
9. Violations of transportation regulations may result in suspension of driving privileges.
10. A detailed exit procedure will be provided for every student on the first day of school.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	2

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Answer Key

1. T
2. F
3. F
4. T
5. F
6. T
7. T
8. T
9. T
10. T

All of your answers should agree with the answers in the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	2

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ENABLING OBJECTIVE NO. 3

RVTC

Identify procedures for attendance and time cards.

LEARNING STEPS

1. Read Resource No. 1 to identify attendance procedures.
2. Read and complete Resource No. 2 to identify the procedure for using time cards.
3. Evaluate your knowledge by completing the Self-Check.
4. Go on to Enabling Objective No. 4.

RESOURCES

1. Learning at Ridge, pages 27 - 29.
2. a. Learning at Ridge, page 19.
   b. Sample time card problems
   c. Time card
3. Self-Check enclosed.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	3

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. Students returning to school following any absence must receive an admit slip from the guidance office before entering class.
2. Excessive absences and tradies are handled as discipline problems.
3. High school students are not required to bring in written excuses.
4. A student not in class by 8:30 is considered tardy.
5. A new time card will be issued every week.
6. Do not record the time you actually spend on a task on your time card.
7. Never punch anyone's time card but your own.
8. An instructor's circle on a time card certifies completion of a task.
9. If you fail to punch your card, see your instructor.
10. Students are not allowed to transfer from one shop or class to another without first securing the written approval of the Guidance Office.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	3

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SELF-CHECK

RVTC

Answer Key

1. T
2. T
3. F
4. T
5. F
6. F
7. T
8. T
9. T
10. T

All of your answers should agree with the answers in the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	3

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ENABLING OBJECTIVE NO. 4

RVTC

Identify grading process for a competency-based system of learning.

LEARNING STEPS

1. Read Resource No. 1 to identify the competency based system of learning.
2. Read Resource No. 2 to identify grading procedures.
3. Evaluate your knowledge by completing the Self-Check.
4. Complete Resource No. 4 and turn the completed form in to your instructor.
5. Go on to Enabling Objective No. 5.

RESOURCES

1. Learning at Ridge, pages 8 - 18.
2. Learning at Ridge, pages 20 - 26.
3. Self-Check enclosed.
4. Release of Student Information

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	4

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. Classes are offered according to student demand, and may go on continuously all year.

2. Students begin each grading period with 100 points on Employability Skills.

3. Adults may elect to receive a letter grade (A, B, C, D, F) or an S/U (satisfactory/unsatisfactory) grade.

4. Each task in the program is worth a set number of standard hours.

5. Grades are not based on the number of tasks you attain during the grading period but on each task.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	4

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SELF-CHECK

RVTC

Answer Key

1. T
2. T
3. T
4. T
5. F

All of your answers should agree with the answers on the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	4

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ENABLING OBJECTIVE NO. 5

RVTC

Complete safety procedures.

LEARNING STEPS

1. Read Resource No. 1 to identify safety procedures.
2. Evaluate your knowledge by completing the Self-Check.
3. Complete Resource No. 3 and turn the completed form in to your instructor.
4. Go on to Enabling Objective No. 6.

RESOURCES

1. a. Learning at Ridge, pages 30 - 31.
   b. Instruction Sheet enclosed, Sample Forms
2. Self-Check enclosed.
3. a. Emergency information card
   b. Safety pledge
   c. Shop Safety Agreement
   d. Insurance form

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. The Shop Safety Agreement must be signed by the parents' of each high school student.
2. When welding, drilling or grinding it is not necessary to wear protective eye equipment.
3. Any student found possessing, using or handling substances that modify mood or behavior will be subject to suspension or expulsion by the director.
4. One complete fire-drill evacuation is required every month.
5. You will be required to wear clothing appropriate to the program in which you are training.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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SELF-CHECK

RVTC

Answer Key

1. T
2. F
3. T
4. T
5. T

All of your answers should agree with the answers on the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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INSTRUCTION SHEET

RVTC

Sample Forms

There are two types of emergency information cards. The white card is for high school students and must be signed by the student's parents or guardian.

It is essential that these cards are completed accurately and that all blanks are completed.

PRINT ALL INFORMATION ON THIS FORM!

Front

RIDGE VOCATIONAL TECHNICAL CENTER

EMERGENCY INFORMATION:

Pupil Smith (Last) Joseph (First) Ray (Middle) Taylor (Instructor)

121 Hemingway Lane (Home Address) Winter Haven, Fl. (City) Phone 294-3113

Dr. Wiley Koon (Physician's Name) Winter Haven, Fl. (City) Phone 294-7456

Dr. Daniel Gray (Dentist's Name) Winter Haven, Fla. (City) Phone 294-7215

Person(s) Who Will Care for Student in Case Parents Cannot Be Reached:

Name Josephine Carter Phone 293-9382 Address 122 Hemingway Lane

Name Karl Smith Phone 294-6750 Address 940 6th St. S.W.

List any Operation, Injury, Major Illness or Immunization Which Student Has Had in Past 12 Months and Give Dates Tetanus Shot 6-5-79

List Any Allergy Penicillin Recent Glasses or Lenses? No
Visit to Dentist (Give Date) 1977 , Chronic Health Problem? ,

Name of Father or Guardian Joe Smith, Sr. Phone 294-3113
Name of Mother Anne Smith Phone 294-3113

Back

19 79 -19 80 RIDGE VOCATIONAL TECHNICAL CENTER Automotive Mech. (Shop or Class)

SCHOOL HEALTH SERVICES . . . PARENTAL CONSENT FORM FOR HIGH SCHOOL STUDENTS

Joseph Ray Smith (Full Name of Student) 17 (Age) 12 (Grade)

The undersigned hereby gives his/her consent for the above named student to participate in the School Health Services Program at RVTC. This means that the student will receive emergency care in the school if needed; and a health appraisal at school including vision, hearing and dental screening as well as communicable disease control.

In case of accident or illness on the part of this student, the school is requested to contact the undersigned or his/her spouse. If neither can be reached, then the undersigned hereby authorizes the school either to contact the physician or dentist named on the back of the form, or one of the other individuals named, as deemed necessary by the school.

In the event that no one listed on the form can be contacted, then the undersigned hereby authorizes the school either to provide care and treatment for the student and/or to transport him/her to the nearest emergency room.

SCHOOL HEALTH SERVICES ACT of 1974
Chapt. 74-358 FS, House Bills #3906 & 3168

8 / 30 / 79 (Date) Joe Smith, Sr. (Signature of Parent or Guardian)

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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INSTRUCTION SHEET

RVTC

The green card is for adult students.

Front

RIDGE VOCATIONAL-TECHNICAL CENTER

EMERGENCY INFORMATION

Student — Last Name	First	Middle
Hancock	Janie	Lynn

Shop	Instructor
Commercial Cooking & Baking	Perry

Home Address	City	Phone
1921 Peachtree Rd.	Winter Haven	293-6756
Physician's Name	City	Phone
Dr. Wm. Cottrell	Winter Haven	293-1191
Dentist's Name	City	Phone
Dr. Eugene Ryan	Winter Haven	293-0536

PERSON(S) TO BE NOTIFIED IN CASE OF ILLNESS OR ACCIDENT ON THE PART OF THIS STUDENT:

Name	Phone	Relationship
Jerry Hancock	294-3621	Husband
Name	Phone	Relationship
Betty Jones	299-5436	Mother

List any Operation, Injury, Major Illness, or Immunization which the student has had in the last 12 months — Give Dates:
Broken arm, 2-15-79 to 4-7-79

List any Allergy	Wears Glasses or Lenses?
None	No
Visit to Dentist (Date)	Chronic Health Problem?
7-29-79	No

Back

19 -19 Commercial Cooking
Shop or Class

RIDGE VOCATIONAL-TECHNICAL CENTER

SCHOOL HEALTH SERVICES CONSENT * Day Adult Student ☐ or Evening Adult Student ☐ (Check One)

Full Name of Student: Janie Lynn Hancock

☐ Veteran
☒ CETA
☐ Re-Hab.
☐ Other

The above named student hereby consents to participate as necessary in the School Health Services Program of the Vocational-Technical Center. This means that the student will receive emergency care in the school if needed and may possibly receive a health appraisal including vision, hearing, and dental screening as well as [illegible].

In case of accident or illness on his/her part while at RVTC, the student hereby gives consent to the school to take the steps necessary to meet the emergency. This would include (but not be limited to): care and treatment by school personnel, notification of persons named on reverse side of form, transporting (or sending) student to a doctor or dentist, transporting student to nearest emergency room, etc.

SCHOOL HEALTH SERVICES ACT of 1974 Chapter 74-386 FS, House Bills No. 3906 & 3166

8-29-79
Date

Janie Lynn Hancock
Signature of above named student

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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Safety Pledge

RIDGE VOCATIONAL-TECHNICAL CENTER

Safety Pledge

Student _____ Adult _____

Shop _____ Instructor _____

The above named student is hereby notified that the course of instruction which this student will receive in the indicated shop at RVTC involves the operation of some types of machinery and equipment, the use of which can be hazardous if performed improperly or carelessly.

The following Safety Pledge will be discussed thoroughly with all students in all classes, after which each student is asked to sign and date the form on the indicated line(s).

1. I promise to learn and abide by the rules of shop safety as taught to me by my instructor.

2. I agree not to participate in shop or laboratory work until I have completed a comprehensive safety test to my instructor's satisfaction.

3. I promise not to operate any power tools or other equipment until I have been checked out in its proper and safe operation by my instructor.

4. I promise not to use any machine or other equipment not specifically assigned to me by my instructor.

5. I promise to respect the safety and well being of the other individuals in my shop and to carefully avoid any actions or omissions which might result in an accident.

6. I promise to properly use the safety devices and equipment furnished me by my instructor at all times when such devices and equipment are necessary.

7. I promise to properly use and maintain all tools and equipment so as to prevent damage to same and to prevent the possibility of an accident.

8. I promise never to take part in any horseplay or fighting while attending Ridge Vocational-Technical Center, or any outside activity sponsored by the Center.

9. I promise to report any accident, or damage to tools or equipment to my instructor, no matter how slight such an accident or damage may be.

_____
Student's Signature

_____
Date Signed

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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Shop Safety Agreement

RIDGE VOCATIONAL-TECHNICAL CENTER

7700 State Rd. 544, North
Winter Haven, FL 33880

STUDENT: _____

SHOP: _____

INSTRUCTOR: _____

1. The above named student is hereby notified that the course of instruction which will be received in the indicated shop at Ridge Vocational Technical Center involves the operation of some types of machinery and equipment, the use of which can be hazardous if performed improperly or carelessly.

2. STUDENTS DO NOT OPERATE ANY POWER TOOLS OR OTHER EQUIPMENT until its proper and safe operation has been checked out by the instructor. Safety devices and equipment are furnished each student by the instructor when it is necessary.

3. I hereby give my consent for my child to operate shop machinery/tools.

_____

Signature of Parent or Guardian

_____

Date

DEPT.	PROG.	DUTY	TASK	EN. OBJ.

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INSTRUCTION SHEET

RVTC

Student Insurance

The Polk County School Board provides all students with an opportunity to buy health insurance at the lowest possible cost. The insurance form must be signed by the parents' of high school students. This is an example of the forms used during the 1979-80 school year and are subject to change.

IMPORTANT: THIS IS THE APPLICATION FOR YOUR STUDENT ACCIDENT INSURANCE COVERAGE.

eck the box opposite the plan you select (WE RECOMMEND 24 HOUR COVERAGE AS YOUR BEST BARGAIN). Return this envelope, ch payment inside, TO YOUR SCHOOL on any school day until September 26th. After Sept. 26th, all applications must be mailed to: hool Insurance of Florida Inc., P. O. Box 829, Windermere, Florida 32786. MAKE CHECKS OR MONEY ORDERS PAYABLE TO: SSACHUSETTS INDEMNITY & LIFE INSURANCE CO.

PLEASE PRINT STUDENT'S NAME CLEARLY ONE LETTER TO A BOX

J O S E P H S M I T H

FIRST NAME LAST NAME

Address 121 Hemingway Lane Winter Haven, Fl. 33880

NUMBER STREET CITY & ZIP CODE

Name of School Ridge Vo-Tech Center Grade 12th Date of Application 8-29-79

Check box by plan you select:

- [X] $16.00 . . "24 Hour Plan" – Grades K-12.
- [ ] $ 2.50 . . "At School Plan" – Grades K-6.
- [ ] $ 3.50 . . "At School Plan" – Grades 7-12.
- [ ] $ 3.50 . . "At School Plan" – Students not enrolled in grades K-12.
- [ ] $25.00 . . "24 Hour Plan" – Students not enrolled in grades K-12.

MAKE CHECKS PAYABLE TO: MASSACHUSETTS INDEMNITY & LIFE INSURANCE CO.

AMOUNT ENCLOSED $ 16.00

Sometimes cash is lost. If at all possible, pay by check or money order, which will be your receipt. Make all checks payable to Massachusetts Indemnity & Life Insurance Co. Coverage begins when this envelope and premium are received at the school or the postmark date on the envelope, when mailed. Payment to Doctor or Hospital is hereby authorized unless otherwise stated on our claim form.

Signature of Parent or Guardian Joe Smith, Sr.

POLK

IDENTIFICATION CARD

Joe Smith

NAME OF STUDENT

Ridge Vo-Tech Center

NAME OF SCHOOL

The above named student has been insured, during the current year, under the Group Student Accident Insurance Policy issued to the Sch ol Board. This is a limited Policy and covers accidental injuries only. Each School has a copy.

THE INSURING COMPANY IS
MASSACHUSETTS INDEMNITY
AND LIFE INSURANCE CO.
ST. LOUIS, MISSOURI

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	5

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ENABLING OBJECTIVE NO. 6

RVTC

Identify special services.

LEARNING STEPS

1. Read Resource No. 1 to identify special services available to students.
2. Evaluate your knowledge by completing the Self-Check.
3. Complete Resource No. 3 and turn them in to your instructor.
4. When you think you can attain this task, take the Written Test.

RESOURCES

1. a. Learning at Ridge, pages 32 - 33.
   b. Instruction Sheet enclosed, Sample Forms
2. Self-Check enclosed.
3. a. Locker agreement
   b. Library card information
4. Written Test for task A-01.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	6

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DEPT.	PROG.	DUTY	TASK	EN OBJ.
		A	01	6

CARD#_____ EXPIRES_____ INSTRUCTOR_____

LIBRARY CARD REQUEST FORMS RIDGE VOCATIONAL CENTER

NAME:_____ Soc. Number_____
Last First Middle

ADDRESS:_____
Street City Zip Code

TELEPHONE#_____ PARENT/GUARDIAN'S TELEPHONE_____

I, _____ apply for the right to use the library and
(Signature)

promise to comply with all it's rules and give immediate notice of change of address.

REFERENCE: (Close relative or someone who could locate you.)

_____
Name Address

Telephone # _____

Sample Forms

PAGE 1 OF 2

INSTRUCTION SHEET

RVTC

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INSTRUCTION SHEET

RVTC

Library Information Card -- This form must be completed and returned to the library before any books can be checked out.

Locker Agreement -- A locker will be assigned to each student to store personal belongings. The school administration maintains the right to search your locker for stolen or illegal items at any time during the school year. You must complete the locker agreement in order to have a locker assigned to you.

Ridge Vocational-Technical Center

RVTC LOCKER AGREEMENT

This is to certify that I am assigned RVTC locker No. 604. I understand that this locker is the property of the School Board of Polk County, Florida and that the administration of RVTC reserves the right to inspect it at any time and to remove from it any stolen or illegal contents. In the event the locker becomes inoperative, notify your instructor at once.

8-29-79
Date

Joe Smith
Signature of Student

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	6

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SELF-CHECK

RVTC

Directions

Evaluate your knowledge by answering True or False to the items below on a separate sheet of paper.

1. The SSC (Student Service Center) provides vending machines and hot meals during lunch and breaks.
2. Lockers are provided in all program areas for equipment and personal belongings.
3. The IMTS Center works with business and industry to assist students in finding a job.
4. Lockers are subject to inspection at any time by school personnel.
5. The Bookstore only stocks a limited selection of textbooks.

Now check your answers with the Answer Key.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		1	01	6

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SELF-CHECK

RVTC

Answer Key

1. T
2. T
3. F
4. T
5. F

All of your answers should agree with the answers on the Answer Key. If you missed any, go back and repeat one or more of the Learning Steps for this Enabling Objective.

DEPT.	PROG.	DUTY	TASK	EN. OBJ.
		A	01	6

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